

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1228 **TITLE:** RETIREMENT ADMINISTRATOR **GRADE:** S-31

DEFINITION:

Under the general direction of the Executive Director to the Retirement Boards, supervises, coordinates and administers the daily operations and activities of the Retirement Office; provides staff support to the three Retirement Boards and maintains their official records; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Plans, organizes and directs the membership services operation of the Fairfax County Supplemental, Uniformed and Police Officers Retirement Systems;

Administers the Senior Executive Service Retirement System and the Health Insurance Subsidy Account;

Supervises professional and clerical staff responsible for retirement payroll, refund processing, active membership and retiree counseling, and the development and maintenance of related automated systems;

Oversees the annual payment of benefits to terminated County employees who were members of the retirement systems;

Verifies the calculation of member benefits;

Coordinates payment of benefits to eligible spouses and/or former spouses as directed under the provisions of Qualified Domestic Relations Orders with the County Attorney's Office;

Develops policies and procedures related to administration of the three retirement systems;

Implements policies relating to benefits administration set by the Boards of Trustees of the retirement systems, and advises the Executive Director of new or revised policies, rules or regulations;

Monitors and evaluates the impact of retirement-related legislation introduced in the Virginia General Assembly;

Interprets and implements State and federal policies and statutes affecting the retirement systems;

Prepares Personnel Subcommittee and Board Items related to proposed ordinance changes;

Oversees maintenance of all financial retirement benefit and Health Insurance Subsidy Account records;

Assists the Executive Director with the preparation of financial data for the annual audit;

Submits data to the systems' actuary for the retirement systems' annual valuations, which determine the County's employer contributions to the retirement systems;

Acts as liaison between the systems' actuary and the Boards of Trustees;

Directs the preparation of data for each 5-year experience study of the systems, which analyzes actual versus assumed experience;

Prepares the annual operating budget (as it relates to retirement benefits) for the retirement systems and the Health Insurance Subsidy Account;

Represents the agency at meetings and conferences with County, state and national representatives, and citizens;

Provides operational and administrative support to the Boards on retirement benefits issues and special projects;

Acts for the Executive Director in his/her absence;

Oversees development and maintenance of the agency's computer-based systems;

Releases retirement-related articles for publication in the Courier and the Supergram, and oversees production of the retiree newsletter;

Oversees the development and distribution of member handbooks, and supervises the annual production and distribution of retirement benefit statements to active and terminated vested members; and

Develops and administers the pre-retirement training programs for active members of the systems, and oversees presentation of retirement information at orientation sessions for new employees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles, practices and techniques of defined benefit retirement plan and employee benefits administration;

Knowledge of the principles, methods and practices of governmental accounting;

Ability to interpret and evaluate various policies, ordinances, regulations and problems, and reach sound conclusions;

Ability to prepare and present oral and written reports;

Ability to plan, organize and direct the work of professional and clerical staff;

Ability to establish and maintain effective working relationships with County staff and the general public.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a Bachelor's degree in business administration, public administration, personnel administration, or financial management; PLUS

Five years of progressively responsible professional experience in retirement plan administration, personnel and/or employee benefits administration, including one year of supervisory experience.

A Master's degree may be substituted for one year of the required experience.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

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NECESSARY SPECIAL REQUIREMENTS:

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002

REGRADED: June 9, 1997

REVISED: December 14, 1995

RENUMBERED: October 30, 1989

ESTABLISHED: January 9, 1989